



Hosting a Community Event at Conestoga Mall

Conestoga Mall is a proud community partner and is pleased to offer charitable organizations, community groups and local sports programs complimentary space in the centre for media events, sports registration and fundraising campaigns. Conestoga Mall provides an excellent means to build awareness and funds through exposure to average weekly traffic of over 100,000 people!

Who Can Use The Charitable Location?

Any not-for-profit organization, community group and/or sport program that serve Kitchener-Waterloo, Cambridge and Region with valid Charity Registration Number are eligible to use Conestoga Mall's complimentary charitable location for a time period that does not exceed seven consecutive days. All groups interested in hosting an event at Conestoga Mall must complete a Community Event Request Form.

What Is Included In The Location?

Conestoga Mall will provide chairs and skirted table(s) – some restrictions apply.

How Do Organizations Apply?

Space is limited and is on a first-come, first-served basis only. Please complete the attached application form and return it to the Conestoga Mall Administration Office by email, fax, mail or in person. We do our best to accommodate requests for space throughout the year, but space fills up very quickly, so we must receive your request at least one month in advance.

If your request is approved, your organization will be required to sign a Temporary Occupancy Agreement and provide a certificate of general liability insurance, minimum coverage of \$2 million, with the following included as additional insured:

- **Ivanhoe Cambridge Inc.,**
- **Ivanhoe Cambridge I Inc.,**
- **Ivanhoe Cambridge II Inc.**

Issued to: **Ivanhoe Cambridge II Inc. - Conestoga Mall,
550 King Street North, Waterloo, ON N2L
5W6**

A signed copy of the Temporary Occupancy Agreement and certificate of insurance must be returned to the Mall Administration Office at least two weeks prior to your event. Failure to return these items may result in the termination of your request.

If you have any questions or require additional information, please contact Helen Mudie at helen.mudie@ivanhoecambridge.com or 519- 886-5500 x 222.

CONESTOGA MALL **RULES & REGULATIONS**

- The group must be set-up and open for business before mall opening and must conduct business during Mall hours.

Monday to Friday: 9:30 a.m. – 9 p.m.
Saturday: 9:30 a.m. – 6 p.m.
Sunday: 11 a.m. – 5 p.m.

** Subject to change on statutory holidays and during the Holiday Season (December)*

- There is NO power in the Community Area.
- All signage must be professional and no freehand signage is allowed. Any signage deemed unacceptable by the Mall will be removed immediately.
- The group must obtain approval from Mall Management for any advertisement regarding its occupancy in Conestoga Mall before it is broadcast or publicized.
- We do not permit undue accumulation of garbage, trash, rubbish, or other refuse in the assigned area. The group agrees to have such garbage, trash rubbish or other refuse securely tied in garbage bags and placed in the garbage compactors and no waste shall be placed in garbage containers in the common area.
- The backs of displays must be aesthetically appealing and all cartons and extension cords are to be kept out of sight – beneath draped tables or hidden inside the walls of the display. The use of tents or umbrellas is not permitted.
- SOLICITATION is NOT PERMITTED by the group or designated representatives to any Mall customers. Customers must approach at their own desire. The group cannot distribute any advertising matter to customers outside the confines of the area.
- The group cannot conduct his/her business or sell any merchandise that the centre deems to be improper, in poor taste, or in conflict with any existing tenant. Mall Management may request the group to cease such conduct or remove any such merchandise.
- Displays shall not exceed five (5) feet in height, ten (10) feet in width and ten (10) feet in length, without written consent from the shopping centre. If available, skirted table(s) and chairs will be supplied but other fixtures or props must be supplied by the group.
- No radio, telegraphic or telephone, megaphone or other form of sound amplification or reproduction equipment or similar device and no lighting device or other apparatus or equipment which the mall determines to be annoying or offensive, shall be used in or about the designated area.
- Helium-filled balloons cannot be distributed in Mall.
- No eating, smoking or drinking of alcohol is permitted within the area or in the general area.
- The group volunteers/personnel must operate in a professional manner with courtesy to all customers, retailers and Conestoga Mall staff. Volunteers and personnel must be neat in appearance with appropriate attire. Display must be staffed at all times.

VEHICLES NOT PERMITTED IN THE COMMUNITY AREA

Please complete this form to enable us to process your request and book a date for use of the community area. Following approval, a Temporary Occupancy Agreement will be emailed to the contact person listed below.

Name of Organization _____

Address _____

City _____ Postal Code _____

Phone _____ Fax _____

Contact Name _____ Title: _____

Email Address _____

Charitable # _____ Lottery License # _____

Date(s) Requested From _____ To _____

(Maximum of seven (7) consecutive days – week commences Monday)

Purpose of Event: _____

Individual Authorized to Sign Contract:

Name: _____ Title: _____

If this request is on behalf of a research study or lab:

Is your group receiving Government funding and/or receiving a salary: YES NO

If this request is on behalf of a student conducting a survey:

Are you receiving remuneration from a third party for the results of the survey? YES NO

Will you require tables for your event or display? YES NO

How many tables? _____

How many chairs? _____

Will you be distributing literature? If yes, please attach samples. YES NO

Will the event be publicized? If yes, provide details below. YES NO

Name of Publication: _____ Dates _____

Set-Up Date and Time: _____

Take Down Date and Time: _____

(See Rules Attached)

Proof of insurance must be provided in the form of a Certificate of Insurance with a minimum of \$2 million liability coverage and the following additional insured: **Ivanhoe Cambridge Inc., Ivanhoe Cambridge I Inc., Ivanhoe Cambridge II Inc., and Ivanhoe Realities Inc.**, 550 King St. N., Waterloo, ON N2L 5W6

NOTE:

- Vehicle displays are not permitted.
- No hydro available in the community area.
- Displays / Signage cannot exceed five (5) feet in height.

Return this request form to:

Conestoga Mall Administration Office

Attention: Helen Mudie

550 King Street North, Waterloo, ON N2L 5W6

Fax: 519-886-6936

Email: helen.mudie@ivanhoecambridge.com